



Permit #F00056460

FilmL.A., Inc.  
1201 W. 5th Street, Suite T-800  
Los Angeles, CA 90017  
t: (213)977-8600 - f: (213)977-8601  
www.filmla.com

## Summary Information

**Permit No:** F00056460**Type of Permit:** FILMING**Release Date:** 09/25/2012**Production Company** UNIVERSAL NETWORK TELEVISION  
LLC**Insured Company** UNIVERSAL NETWORK TELEVISION  
**Name** LLC

Contact Phone No. 1 818-777-1000

Contact Phone No. 2

Fax 310-969-1100

Address 100 UNIVERSAL CITY PLAZA, BLDG  
1320/PH 1  
UNIVERSAL CITY, California 91608**Production Title** THE OFFICE**Type of Production** TV Drama**Producer** Steve Burgess**Director** Rodman Flender**1st AD** Rusty Mahmood**Production Manager** Meredith Zamsky**FilmL.A. Coordinator** Naomi Kajiyama**Location Manager** Kyle Alexander

Primary Phone Mobile - 310-909-9064

Secondary Phone Office - 818-766-6666

**Location Assistant** NA NA

Primary Phone Office - 000-000-0000

Secondary Phone

## Fees

Posting 300 \$69.00

**Total Permit Fee** \$4,474.00

Posting 1800 \$828.00

**Number of Locations** 4

Notification Charge \$770.00

FILMLA FILM APPLICATION FEE \$625.00

LA COUNTY FIRE REVIEW \$282.00

LA COUNTY - ROAD USE FEE \$319.00

LA COUNTY ROAD APPLICATION FEE \$144.00

LA CITY FIRE SAFETY OFFICER \$1,088.00

LA CITY FIRE DEPARTMENT SPOT CHECK \$85.00  
SURCHARGELA COUNTY-ENCROACHMENT PERMIT \$264.00  
PROCESSING FEE



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**Summary Information****Location****Location 1 of 4****Page 1 of 2**

|                           |                                   |                         |                       |
|---------------------------|-----------------------------------|-------------------------|-----------------------|
| <b>Permit Number</b>      | F00056460                         | <b>Location Manager</b> | Kyle Alexander        |
| <b>Production Company</b> | UNIVERSAL NETWORK TELEVISION L... | <b>Primary Phone</b>    | Mobile - 310-909-9064 |
| <b>Insured Company</b>    | UNIVERSAL NETWORK TELEVISION L... | <b>Secondary Phone</b>  | Office - 818-766-6666 |
| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**Location Address** 18420 Hart St, Los Angeles, CA, 91335

**Location Type** Gym

**Film Dates** 9/26/2012 - 9/26/2012 04:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions** Community Survey Obtained  
Must Maintain 5' Clearance on Sidewalks/Walkways  
No cast or crew parking on area streets  
No interference with merchant activity  
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

**Please see attached documents** Universal.Office.56460.WT.pdf  
NBCUniversal.TheOffice.56460.AL.pdf

| <b>Equipment on Location</b> | <b>Type</b>        | <b>Quantity</b> | <b>Personnel on Location</b> | <b>Type</b>                      | <b>Quantity</b> |
|------------------------------|--------------------|-----------------|------------------------------|----------------------------------|-----------------|
|                              | 5 or 10 ton trucks | 5               |                              | Cast                             | 10              |
|                              | Cast/Crew vehicles | 75              |                              | Crew                             | 85              |
|                              | Cube Trucks        | 7               |                              | LA City UFSO assigned            | 29953           |
|                              | Generator          | 1               |                              | Off-Duty/Retired LAPD Officer(s) | 2               |
|                              | Honey Wagons       | 1               |                              |                                  |                 |
|                              | Modular Units      | 1               |                              |                                  |                 |
|                              | Motor Homes        | 2               |                              |                                  |                 |
|                              | Picture vehicles   | 1               |                              |                                  |                 |
|                              | Semi Trucks        | 3               |                              |                                  |                 |
|                              | Stakebed Trucks    | 3               |                              |                                  |                 |
|                              | Trailers           | 4               |                              |                                  |                 |
|                              | Vans               | 4               |                              |                                  |                 |

**Filming Activities** Camera on sticks; Drive by; Drive ups & away; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior establishing shots; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

**Jurisdiction** **Political:** Los Angeles City - Council District 03 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 530 **Grid:** J5

**Approvals** LOS ANGELES POLICE DEPARTMENT Mark Buck  
LOS ANGELES CITY FIRE DEPARTMENT - FILM UNIT Jazmyn Davis

|                |                  |                                         |                     |                                         |
|----------------|------------------|-----------------------------------------|---------------------|-----------------------------------------|
| <b>Parking</b> | <b>Base Camp</b> | 18115 Sherman Way,<br>Reseda, CA, 91335 | <b>Crew Parking</b> | 18115 Sherman Way,<br>Reseda, CA, 91335 |
|                | Location Type :  |                                         | Location Type :     |                                         |
|                | Other Location   |                                         | Other Location      |                                         |

**Posting "No Parking" signs** S/S HART ST., RESEDA BLVD. - ETIWANDA AVE.



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**Summary Information****Location****Location 1 of 4****Page 2 of 2**

|                           |                                   |                         |                       |
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| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

W/S DARBY AVE., 200' NORTH FROM HART ST

**Approximate Footage** 1501 - 1800**Log Number** 43022**Date(s)** 9/26/2012 to 9/26/2012**Time(s)** 00:00 to 00:00

NOT  
FOR  
REPRODUCTION



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**Summary Information****Location****Location 2 of 4****Page 1 of 2**

|                           |                                   |                         |                       |
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| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**This location has been CANCELED****Location Address** 16840 Vanowen St, Los Angeles, CA, 91406**Location Type** Restaurant**Film Dates** 9/26/2012 - 9/26/2012 05:00 - 12:00 1 day**Open or Closed to the Public** Closed

**Generic Conditions** Community Survey Required  
Must Maintain 5' Clearance on Sidewalks/Walkways  
No cast or crew parking on area streets  
No interference with merchant activity  
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

| <b>Equipment on Location</b> | <b>Type</b>        | <b>Quantity</b> | <b>Personnel on Location</b> | <b>Type</b>                      | <b>Quantity</b> |
|------------------------------|--------------------|-----------------|------------------------------|----------------------------------|-----------------|
|                              | 5 or 10 ton trucks | 5               |                              | Cast                             | 10              |
|                              | Cast/Crew vehicles | 75              |                              | Crew                             | 85              |
|                              | Cube Trucks        | 7               |                              | Off-Duty/Retired LAPD Officer(s) | 2               |
|                              | Generator          | 1               |                              | Spot Check                       | 1               |
|                              | Honey Wagons       | 1               |                              |                                  |                 |
|                              | Modular Units      | 1               |                              |                                  |                 |
|                              | Motor Homes        | 2               |                              |                                  |                 |
|                              | Picture vehicles   | 1               |                              |                                  |                 |
|                              | Semi Trucks        | 3               |                              |                                  |                 |
|                              | Stakebed Trucks    | 3               |                              |                                  |                 |
|                              | Trailers           | 4               |                              |                                  |                 |
|                              | Vans               | 4               |                              |                                  |                 |

**Filming Activities** Camera on sticks; Drive by; Drive ups & away; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior establishing shots; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minute standard (except 0700-0900 hrs & 1500-1900 hrs);

|                     |                                                          |                                              |                               |
|---------------------|----------------------------------------------------------|----------------------------------------------|-------------------------------|
| <b>Jurisdiction</b> | <b>Political:</b> Los Angeles City - Council District 06 | <b>Police:</b> Los Angeles Police Department | <b>Fire:</b> Los Angeles City |
|---------------------|----------------------------------------------------------|----------------------------------------------|-------------------------------|

**Thomas Guide** **Page:** 531**Grid:** D6**Approvals** LOS ANGELES POLICE DEPARTMENT

Mark Buck

**Coordinator Note** \*POSTING/LOCATION CANCELED PER D WHEELER 924; NOTIFICATION AND POSTING FEES STILL DUE\*

**Parking** **Base Camp** 18115 Sherman Way,  
Location Type : Reseda, CA, 91335  
Other Location

**Crew Parking** 18115 Sherman Way,  
Location Type : Reseda, CA, 91335  
Other Location



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| <b>Insured Company</b>    | UNIVERSAL NETWORK TELEVISION L... | <b>Secondary Phone</b>  | Office - 818-766-6666 |
| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**Posting "No Parking" signs** N/S VANOWEN ST., 16840 VANOWEN ST. - FORBES AVE.

**Approximate Footage** 0 - 300

**Log Number** 43024 canceled

**Date(s)** 9/26/2012 to 9/26/2012

**Time(s)** 00:00 to 00:00

NOT  
FOR  
RE  
PER



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**Summary Information****Location****Location 3 of 4****Page 1 of 2**

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| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**Location Address** 28045 Harrison Parkway, Unincorporated Los Angeles, CA, 91355

**Location Type** Warehouse

**Film Dates** 9/27/2012 - 9/27/2012 05:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions** All travel lanes and bike lanes shall be closed per the WATCH manual.  
Equipment vehicles may park on one side of street  
May not interfere with adjacent traffic lanes  
Must Maintain 5' Clearance on Sidewalks/Walkways  
Must maintain local/emergency access  
No cast or crew parking on area streets  
No interference with merchant activity  
No steps from trailers, trucks or motorhomes may be facing road  
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.  
Traffic control must be done in accordance w/MUTCD  
Traffic Officers Required  
Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

**Please see attached document** Universal.Office.56460.LivingstonES.pdf

| <b>Equipment on Location</b> | <b>Type</b>        | <b>Quantity</b> | <b>Personnel on Location</b> | <b>Type</b>            | <b>Quantity</b> |
|------------------------------|--------------------|-----------------|------------------------------|------------------------|-----------------|
|                              | 5 or 10 ton trucks | 5               |                              | Cast                   | 10              |
|                              | Cast/Crew vehicles | 75              |                              | Crew                   | 85              |
|                              | Cube Trucks        | 7               |                              | LA County FSA assigned | 1               |
|                              | Generator          | 1               |                              | Sheriff/CHP            | 2               |
|                              | Honey Wagons       | 1               |                              |                        |                 |
|                              | Modular Units      | 1               |                              |                        |                 |
|                              | Motor Homes        | 2               |                              |                        |                 |
|                              | Picture vehicles   | 1               |                              |                        |                 |
|                              | Semi Trucks        | 3               |                              |                        |                 |
|                              | Stakebed Trucks    | 3               |                              |                        |                 |
|                              | Trailers           | 4               |                              |                        |                 |
|                              | Vans               | 4               |                              |                        |                 |

**Filming Activities** Camera on sticks; Drive by; Drive ups & away; Equipment on property; Equipment on sidewalk, in curb lane & across street; Exterior establishing shots; Interior and exterior dialogue; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

**Jurisdiction** **Political:** Los Angeles County - Supervisor District 5

**Police:** Los Angeles County Sheriff

**Fire:** Los Angeles County

**Thomas Guide** **Page:** 4459

**Grid:** G7

**Approvals** LOS ANGELES COUNTY ROAD DEPARTMENT - SANTA CLARITA

Robert Lexin



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**Coordinator Note** 2253-76 / FSA required**Parking Base Camp**  
Location Type : Filming Location**Crew Parking**  
Location Type : Filming Location**Lane / Full Closure** E/S CURB LANE ON LIVINGSTON AVE., HARRISON PARKWAY - NORTH 200'**Approximate Footage** 0 - 300**Date(s)** 9/27/2012 to 9/27/2012**Time(s)** 05:00 to 20:00



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**Summary Information****Location****Location 4 of 4****Page 1 of 2**

|                           |                                   |                         |                       |
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| <b>Insured Company</b>    | UNIVERSAL NETWORK TELEVISION L... | <b>Secondary Phone</b>  | Office - 818-766-6666 |
| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**Location Address** Sylvan St., Van Nuys Blvd. - Vesper Ave, Los Angeles, CA, 91402

**Location Type** Street

**Film Dates** 9/28/2012 - 9/28/2012 07:00 - 20:00 1 day

**Open or Closed to the Public** Open

**Generic Conditions** Equipment vehicles may park on one side of street  
May not interfere with adjacent traffic lanes  
Must Maintain 5' Clearance on Sidewalks/Walkways  
Must maintain local/emergency access  
No cast or crew parking on area streets  
No interference with merchant activity  
Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.

| <b>Equipment on Location</b> | <b>Type</b>        | <b>Quantity</b> | <b>Personnel on Location</b> | <b>Type</b>                      | <b>Quantity</b> |
|------------------------------|--------------------|-----------------|------------------------------|----------------------------------|-----------------|
|                              | 5 or 10 ton trucks | 5               |                              | Cast                             | 6               |
|                              | Cast/Crew vehicles | 75              |                              | Crew                             | 85              |
|                              | Cube Trucks        | 7               |                              | Off-Duty/Retired LAPD Officer(s) | 2               |
|                              | Generator          | 1               |                              |                                  |                 |
|                              | Honey Wagons       | 1               |                              |                                  |                 |
|                              | Modular Units      | 1               |                              |                                  |                 |
|                              | Motor Homes        | 2               |                              |                                  |                 |
|                              | Picture vehicles   | 1               |                              |                                  |                 |
|                              | Semi Trucks        | 3               |                              |                                  |                 |
|                              | Stakebed Trucks    | 3               |                              |                                  |                 |
|                              | Trailers           | 4               |                              |                                  |                 |
|                              | Vans               | 4               |                              |                                  |                 |

**Filming Activities** Camera on sticks; Car-to-Car; Drive by; Drive ups & away; Equipment on sidewalk, in curb lane & across street; Exterior Dialogue; Exterior establishing shots; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

**Jurisdiction** **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 532 **Grid:** A7

**Approvals** LOS ANGELES POLICE DEPARTMENT Gabriel Martinez

|                |                  |                                          |                     |                                          |
|----------------|------------------|------------------------------------------|---------------------|------------------------------------------|
| <b>Parking</b> | <b>Base Camp</b> | 13927 Saticoy St, Los Angeles, CA, 91402 | <b>Crew Parking</b> | 13927 Saticoy St, Los Angeles, CA, 91402 |
|                | Location Type :  |                                          | Location Type :     |                                          |
|                | Other Location   |                                          | Other Location      |                                          |

**Posting "No Parking" signs** B/S SYLVAN ST., VAN NUYS BLVD. - VESPER AVE.

**Approximate Footage** 1501 - 1800

**Log Number** 43269



Permit #F00056460

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## Summary Information

## Location

Location 4 of 4

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|                           |                                   |                         |                       |
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| <b>Production Title</b>   | THE OFFICE                        |                         |                       |

**Date(s)** 9/28/2012 to 9/28/2012

**Time(s)** 07:00 to 22:00

NOT  
FOR  
RENT

## LAFD Activity Report


 Permit # F00056460  
 FSO Required ☐  
 FSO Late Notification ☐  
 SPOT CHECK ☒

## SCHOOLS &amp; CHURCHES FILMING / PRODUCTION ACTIVITY LOCATION

## EVALUATION REPORT

NAME OF FACILITY: ST. CATHERINE SIENA CHURCH CONTACT DATE 9/29/12  
 FILM/ CREW PRK/ BASE CAMP: 18115 STERMANWAY  
 PRODUCTION CO. NAME: NBC "THE OFFICE"  
 DATE(S) OF FILMING OR PRODUCTION ACTIVITY: Sept 26  
 TIME(S) OF FILMING OR PRODUCTION ACTIVITY: \_\_\_\_\_

Approval of filming or production activity location(s) are contingent upon the area(s) meeting the following criteria:

- A. A walk-through inspection of all proposed filming or production activity areas is to be done a minimum of 48 business hours in advance of the proposed filming or production activity date. This walk-through inspection shall be done by a Film Unit Inspector. (LAMC 57.01.32)
  - 1 A representative from both the school/church and the production company shall be present during walk-through.
  - 2 The walk-through shall identify the area(s) to allow filming or production activity **without** disruption to regular operations of the school or church.
- B. Proper barriers shall be established to ensure separation of children and any filming equipment, generators, apparatus, or any production activity.
- C. Filming or production activity shall be confined to areas remote from students or children (separate building, vacant wing, separate floor, etc.)
- D. Exiting of students and film crews shall not be co-mingled. Exits designated for students shall be for their exclusive use, no exceptions.
- E. Corridors, hallways, stairways, exits, and fire protection equipment shall be maintained unobstructed at all times. (CCR Title 19, Sec 3.11 LAMC 57.33.11, 57.33.07)
- F. Storage is not allowed in hallways. All equipment not in use shall be stored in vacant rooms. Equipment on "stand by" in any corridor is prohibited unless specifically approved by the Fire Department. (CCR Title 19, Sec 3.11, LAMC 57.33.11)
- G. Any time the school fire alarm is activated, all members of the film company shall participate in the evacuation. (LAMC 57.111.06)
- H. The overcrowding of any room is prohibited. Occupancy load requirements shall be based on the use of the room or area and the Fire Safety Officer's judgment. (LAMC 57.33.04A)
- I. The attaching of lights or other items to sprinkler piping is prohibited. The blocking or covering of any sprinkler head is prohibited. (LAMC 57.138.09)
- J. Cables shall be matted, flown, or positioned so as not to obstruct any exit passageway. (LAMC 57.33.11)
- K. Smoking is prohibited at any time while on school grounds or inside any school building (LAMC 111.09)
- L. Fire Department access shall be maintained into the school building, yards, sprinkler inlets, sprinkler shut-offs, and hydrants. The Fire Safety Officer shall arrive at the location early to ensure filming or production activity trucks are parked properly, normally as close as possible to the filming locations or production activity area (LAMC 57.111.07, 57.138.04)

LAFD Activity Report  
SCHOOLS/CHURCHES FILMING OR PRODUCTION ACTIVITY LOCATION  
EVALUATION REPORT - Page 2

Permit #F00056460

M. Production activity shall include, but not be limited to: filming, use as Base Camp or parking, load-in, or strike.

The above list does not cover all code sections that would be applicable to schools, and does not abrogate the authority or responsibility of the Fire Safety Officer assigned to all schools/churches filming locations or production activity area

Brief description of approved location(s) and restriction(s), if deemed necessary.

DESCRIPTION:

SPOT CHECK

26

Co. will NOT Enter any School Building

Base Camp

Crew Parking

Vehicles as needed

Lot is Separated by Gate

ALL FILM CREW ARE REQUIRED TO WEAR VISIBLE ID AT ALL TIMES WHILE ON CAMPUS  
ANY CREW FOUND IN AN UNAUTHORIZED AREA, WILL RESULT IN FILMING BEING  
STOPPED/ PERSON WILL IMMEDIATELY BE REMOVED FROM CAMPUS

NBA THE OFFICE  
ST CATHERINE NIENA CHURCH 18115 Sherman Way

I agree to the above conditions and accept the responsibility of ensuring that all safety requirements are adhered to.

Note: Any alterations, modifications and/or changes in stated conditions, are subject to Safety Officer's approval.

Locations Manager:

PRINT NAME:

X

Christina

818 815-54859

School/Church  
Representative:

PRINT NAME:

X

Berta Medina-Jee

Fire Inspector:

PRINT NAME:

X

Lynn McKay Roth

LYNN MCKAY ROTH

Office Phone: (213) 978-3675

APPROVED

DENIED

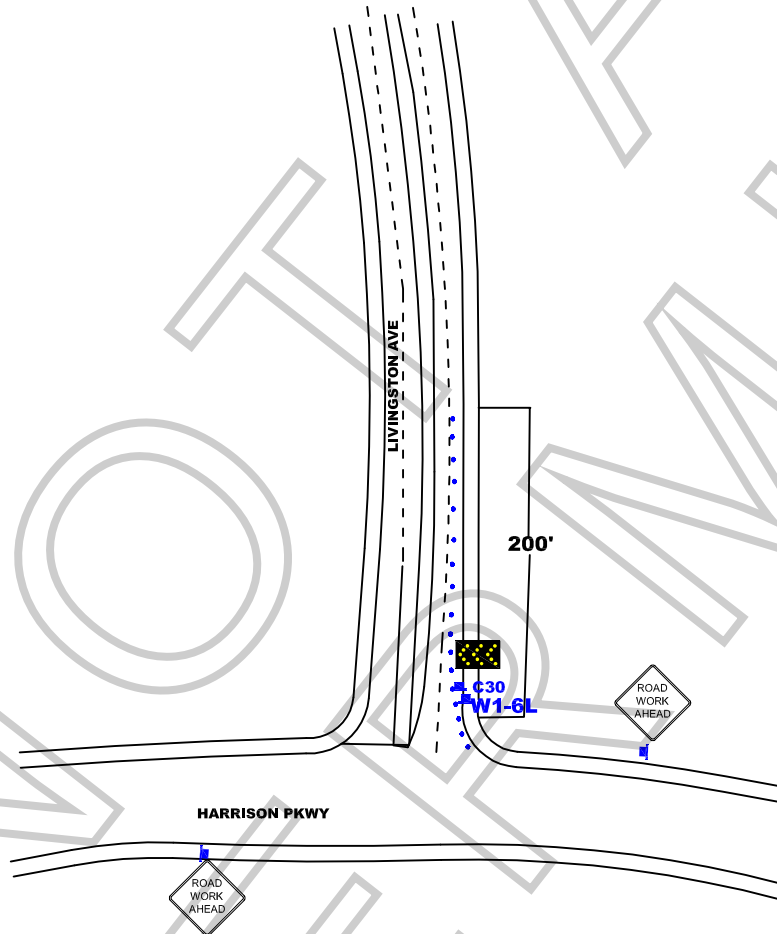
LAFD (213) 978-3660  
(213) 978-3612

NOT A  
T  
M  
PERMIT



TRAFFIC CONTROL FOR:  
NBC UNIVERSAL  
"THE OFFICE"

FILM L.A.:  
NAOMI KAJIYAMA



ALL TRAFFIC CONTROL  
WILL BE INSTALLED  
AND CONFORM TO  
THE MUTCD AND WATCH  
MINIMUM REQUIREMENTS

### WORK ZONE TRAFFIC CONTROL PLAN GENERAL NOTES

1. DATE/TIME: 9-27-12 FROM 05:00 HOURS TO 20:00 HOURS.
2. ALL SIGNING, STRIPING, AND TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE (CURRENT) STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS) STANDARD PLANS AND STANDARD SPECIFICATIONS, CALIFORNIA MUTCD, AND ANY ADDENDUMS THERETO, AND AS SHOWN ON THESE PLANS, SYMBOLS AND ABBREVIATIONS USED ARE SHOWN ON CALTRANS STANDARD PLANS A10A&B, A20A-D, AND A24A-E.
3. THERE WILL BE NO INTERFERENCE WITH TRAFFIC SIGNALS OR CROSSWALKS.
4. CONES WILL BE 28" MINIMUM HEIGHT AND HAVE REFLECTORIZED SLEEVES FOR NIGHT WORK.
5. POLICE WILL DIRECT TRAFFIC IF NECESSARY.

JCL BARRICADE COMPANY,  
2334 E. EIGHTH ST., CA 90021  
Ph: (213) 622-9775  
Fax: (213) 622-9790  
CA Lic # 805357  
TRAFFIC PLAN DRAWN BY:  
ISMAEL RODRIGUEZ

#### PROJECT LOCATION:

LIVINGSTON AVE  
FROM HARRISON PKWY NORTH 200  
CITY OF LOS ANGELES COUNTY, CA

#### LOCATION CONTACT:

DENISE WHEELER  
OFFICE # 818.347.9929

| REV# | DATE | REVISION DESCRIPTION |
|------|------|----------------------|
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